

WORK SCHEDULE

6524

(No.21 May 2016)

Responsibility

Camp Commander

Superintendent

Division Chief

The hours of the offenders' workday and the days worked each year are set forth in the master agreement(s) between CAL FIRE and CDCR. CAL FIRE personnel are obliged to conform to the schedule of work for offenders indicated in this manual. A standard workweek of five (5) eight-hour days will be maintained to the extent possible on both projects and in-camp assignments. In-camp job assignments should be structured so that offenders work not less than seven and one half (7.5) hours per day.

Per the CAL FIRE/CDCR Interagency Agreement(s), CAL FIRE will provide qualified supervision coverage for all conservation camp and training center crews on all regularly scheduled work days. On days where CAL FIRE is unable to provide coverage for some or all crews, CAL FIRE will notify CDCR as far in advance as possible. Costs associated with providing necessary custody coverage by CDCR in the absence of qualified supervision coverage will be borne by CAL FIRE. CDCR will provide documentation as to why these extra costs were necessary (i.e. why more coverage was needed during the week than on weekends).

Upon receipt by CAL FIRE of the documentation from CDCR indicating the necessity of the custody coverage by CDCR, the CAL FIRE Division Chief of the camp in question shall, in good faith, make the determination if he/she agrees with CDCR's position on this issue. If the CAL FIRE Division Chief agrees with the CDCR position he/she will approve the payment of the extra CDCR coverage costs and will forward the CDCR invoice to the appropriate CAL FIRE unit for payment.

A memorandum of understanding will be authored and revised annually by the Division Chief and Camp Commander/Superintendent regarding extra security coverage in the camp. This coverage may be required when the camp is used as an incident base, or when crews remain at a camp during a regularly scheduled work day. The cost of mutually agreed extra security coverage will be reimbursed to CDCR by an emergency incident or by CAL FIRE directly.

FORMS AND/OR FORMS SAMPLES: RETURN TO CAL FIRE LIBRARY HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

[\(see next section\)](#)

[\(see Table of Contents\)](#)